



Spirit Lake Tribe
 P.O. Box 359
 Fort Totten, North Dakota 58335
 slthr@spiritlakenation.com

Job Title:	Senior Services Cook Helper	Open Date:	February 27, 2018
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Position Objective:

Major Duties & Responsibilities

- Assist in taking inventory; keep an accurate account of food supplies, equipment, dishes, silverware, and pots and pans.
- Have knowledge of all health codes according to dress, food storage, food preparation, sanitation, chemical mixtures, internal temperatures and rotation of stock.
- Assist cook in preparing 170 + meals.
- Verify that prepared food meets requirements for quality and quantity.
- Document and report any accidents immediately to the Head Cook.
- Assist in preparation of congregate and home-delivered meals and in serving.
- Assist in kitchen clean-up after meals and a thorough kitchen clean-up on a weekly basis.
- Assist in supervising other people assigned to the food service department.
- Maintain sanitation, health, and safety standards in work areas. Follow health and safety procedures.
- Identify unsafe practices or conditions
- Other duties as assigned by Senior Services Director.

Qualifications:

- High school diploma or GED.
- Submit to a pre-employment drug test and background check.
- Work experience which provides the necessary knowledge, skills, and abilities to perform essential duties and responsibilities.
- Hair net & gloves must be worn at all times when preparing and cooking all food items.

Job Role:	Cook's Helper	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt	Exempt	Closing Date:	Until filled
Employment Status:	Full- time	Supervision	Program Director
Monthly Salary Range:	\$10.00 ph	Manages Others:	

Number of Vacancies:	one	Classification: Exempt/Non- exempt	Exempt
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		